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5 February 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Progress Report

1. Pursuant to the request of your Office, this is the first in a series of periodic reports on the status of the project Personnel Movement and Management in the 1970's.
2. To maintain the momentum and interest initially generated by the ADDS in his several briefings of the Deputies and other senior officials, we have given complementary presentations to Support and Personnel Officers within each of the Directorates. In addition, we provided a special briefing to approximately 40 [REDACTED] officers and supervisors previously had not been to one of the earlier briefings of the ADDS.
3. During the past month, we spent considerable time working with Personnel Officers to validate or improve the OP projections of future turnover and promotional possibilities. We have had continuing desk-side and telephonic contacts with personnel representatives in all of the Directorates, although most of our detailed discussions to date have been with the DDI Personnel Officer and personnel people in the DDI Offices.
4. We have discussed with the CMO/DDS, the DDI/Admin, the Chief, CSPS/DDP and the Administrative Officer/DDS&T possible scheduling arrangements for the Career Services to carry out their activities, as contemplated in the project. As you might surmise, not all of the Directorates have set target dates for completing the separate steps of the project. Most of them have made tentative plans or will do so soon. The following summarizes known activities of the Directorates to date:
 - a. DDS&T -- the Administrative Officer has talked to the S&T Career Board about implementation of the project and has scheduled meetings with the Office Career Panels. This Directorate has a special problem in projecting future personnel losses, because present uncertainties in the market place make separations difficult to project. Action on the project is complicated also by the fact that the Career Service is Directorate-wide; yet, most of the career decisions affecting employees below the GS-15 level are made by the Office Career Panels. To facilitate further activity within the R Career Service, we agreed to provide it with an individual Office breakout of mandatory retirements, by name, grade and year of retirement.

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b. DDI -- Centralized administration of the project has proved to be very beneficial. Most of the Career Services in the Intelligence area are actively working on or nearing completion of their updating and modification of OP projections of future headroom. This Directorate is also planning its work so that the quality review of individuals by the DDI Career Services can be undertaken and concluded within the next few months. It is expected that some of the smaller DDI areas will complete the steps of the process and prepare their conclusions at a faster rate than some of the larger ones, such as NPIC.

c. DDP -- Before the project was initiated, the Clandestine Service had made an evaluation of professionals GS-12 and above (identification of current promotables and low ranking employees). The CS plans to conclude a similar evaluation of GS-11 employees next month. Its action should facilitate completion of a quality review of all CS employees, in order to determine the measure of promotional headroom needed in the decade ahead. No specific dates have been set for action on the steps of the project. The first effort will be to decide upon projected personnel losses, taking into account the effects of reduced ceilings.

d. DDS -- OP projections of future turnover and promotional possibilities are in the hands of the Career Services. Because of the current emphasis within the DDS on ceiling reductions and realignments, scheduling arrangements for completion of the process have not yet been established. I have been advised that action will be taken soon to decide the timing of the various steps of process within the Support Career Services.

e. DCI -- An appointment is scheduled this date for a briefing of the DCI Administrative Officer on the project, and a discussion of actions to be taken in this area.

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Chief, Plans Staff

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